



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Research Program Specialist I

Monthly Salary: \$4,833 - \$5,874

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-5742-023

Refer to Job ID#10-ADM-EXP

Final Filing Date: August 31, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under the general direction of the Chief, Fiscal Forecasting, Federal Compliance and Audits Branch, the incumbent acts as the specialist monitoring Managed Risk Medical Insurance Board's expenditures on State Operations and Local Assistance, and provides special assistance to management on budget adjustments, and provides a broad range of technical services to program staff.

DESIRABLE QUALIFICATIONS

Knowledge, Skills and Abilities: Demonstrated experience with State budgeting; working knowledge of the accounting process; ability to analyze data, draw sound conclusions, and present ideas and information effectively, both verbally and in writing; experience working with control agencies; proficiency with Microsoft Office products, particularly Excel and Word.

Special Personal Characteristics: Demonstrated customer service skills; ability to act independently; be open-minded and flexible to other ideas and solutions; be tactful, negotiate and resolve issues without confrontation. Ability to effectively handle multiple tasks and changing priorities.

Interpersonal Skills: Ability to gain and maintain the confidence and cooperation of those contacted during the course of work; ability to interact with various levels of staff and management in a professional and courteous manner; ability to foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance.

SPECIAL REQUIREMENTS

- This position may be required to file a Form 700 under the Board's Conflict of Interest code.

OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter Job ID# 10-ADM-EXP and Position # 443-600-5742-023 and the basis for appointment eligibility. For list candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 31, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.